College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 530   **TITLE:** Introduction to Internet Competency   **C-ID:**
   Semester Units/Hours: 1.5 units; a minimum of 24.0 lecture hours/semester
   Method of Grading: Grade Option (Letter Grade or P/NP)
   Recommended Preparation:
   Eligibility for ENGL 838 or 848.
   BUS. 315, BUSW 105,

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU
   AA/AS Degree Requirements:
   CSM - COMPETENCY REQUIREMENTS: C3 Information Competency

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
   Exploration of the Internet history; structure; features (E-mail programs and services) and future. Utilization of tools (web browser interfaces, search engines, security extensions) to competently navigate the Internet for educational or business research. Determination of the extent of information needed and the proper ways to qualify, phrase and refine questions. Critical evaluation of research sources. Examination of issues involved in doing business on the Internet. Identification of economic, societal, ethical and legal issues of accessing and using material from the Internet.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Explain the history, structure, features (such as E-mail programs and services) and future of the Internet.
   2. Competently utilize Internet tools to conduct research.
   3. Determine the extent of information needed to conduct research for educational and business purposes.
   4. Describe the proper way to qualify, phrase and refine research questions.
   5. Critically evaluate research sources.
   6. Discuss the process of doing business on the Internet.
   7. Identify and describe the economic and social issues surrounding using the Internet in the facets of contemporary life.
   8. Identify and describe the ethics and legality of using material found on the Internet.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. explain the history, structure, features (such as E-mail programs and services) and future of the Internet.
   2. competently utilize Internet tools conduct research.
   3. determine the extent of information needed to conduct research for educational and business purposes.
   4. describe the proper way to qualify, phrase and refine research questions;
   5. critically evaluate research sources.
   6. discuss the process of doing business on the Internet;
   7. identify and describe the economic and social issues surrounding using the Internet in the facets of contemporary life;
   8. identify and describe the ethics and legality of using material found on the Internet.

6. **COURSE CONTENT:**
   Lecture Content:
   1. History, structure, features and the future of Internet.
   2. Internet tools, access, navigation and Search engines.
   3. World Wide Web, browsers, net-based applications and Cloud computing.
   4. Security extensions.
   5. E-mail programs and services.
   6. Research techniques to "drill down" to the specific information needed and critically evaluated sources.
   7. Doing business on the Internet.

8. Economic, societal, ethical and legal issues of the Internet

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
   1. Other (Specify): a. Students will be required to read each chapter before class to prepare for in-lab exercises. b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter. c. Instructor will lead discussions and set up discussion groups about information competency topics. d. Students will be required to print and hand in or email selected exercises to the instructor. e. Students will have use of the computer labs during aide-assisted hours to work on any class-related projects

8. **REPRESENTATIVE ASSIGNMENTS**
   Representative assignments in this course may include, but are not limited to the following:
   Reading Assignments:
   Students will be required to read each chapter before class.

9. **REPRESENTATIVE METHODS OF EVALUATION**
   Representative methods of evaluation may include:
   1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness

10. **REPRESENTATIVE TEXT(S):**
    Possible textbooks include:
    1. Shelley. *Discovering the Internet Brief*, ed. Cengage Learning, 2012

Origination Date: August 2010
Curriculum Committee Approval Date: November 2012
Effective Term: Fall 2013
Course Originator: Patricia Brannock

/body